

## Appendix H-4

### DOCUMENTATION REQUIREMENTS FOR MSHCP DEVELOPMENT

#### **Cooperative Agreement**

1. Cover Letter requesting a Cooperative Agreement in accordance with the SNPLMA Implementation Agreement. Include the name of the project, project number, and the amount of the funding request as approved by the Secretary plus the authorized contingency amount
2. Draft Assistance Agreement Application (Form 1511-1).
3. Draft Assistance Agreement (Form 1511-1).
4. Application for Federal Assistance: Standard Form 424A Budget Information and Form 424B Assurance – Non-Construction.
5. Form DI-2010 US Department of the Interior Certifications Regarding Debarment, etc.
6. Estimated Cost Sheet MSHCP including planned dates for major project milestones (total requested not to exceed amount approved by the Secretary plus authorized contingency) (Appendix B-6 and B-9).

#### **Partial Payment/Reimbursement**

1. Cover Letter requesting payment and attesting to compliance with the SNPLMA Implementation Agreement, the Assistance Agreement (include AA number), confirming satisfactory progress toward project completion.
2. Project Record Sheet showing progress on milestones or completion of deliverables.
3. Receipts/Invoices for necessary expenses under contract and supplies/materials.
4. Standard Form 270, "Request For Advance or Reimbursement." Must be signed by certifying official of recipient organization (required for requests from Local governments).
5. Local/Regional Government fiscal records for eligible direct labor, travel, official vehicle use, and other necessary expenses. If not included on fiscal records for direct labor provide the name of the individual(s), role on the project, number of hours requested, and pay rate per hour. Name of traveler, dates and purpose of travel should be provided if not included on fiscal records for travel. For official vehicle use, annotate fiscal records to demonstrate appropriate project use of official vehicles
6. **Project Equipment Reimbursements:** Requests which include costs for Project Equipment must include, (a) identification of the equipment and its project function, (b) certify the percent utilized by the project, (c) certify that Federal agency rules and regulations are being followed in managing, maintaining, securing, and inventorying the equipment, and (d) as with all direct costs provide a receipt for lease payment(s) or copy of purchase receipt. The final project reimbursement request must specify the current value of the equipment and the basis for that value determination and relate the value to the amount requested for reimbursement. In the case of leased equipment, provide certification that the lease cost was less than outright purchase and certify that the lease has been terminated or the cost transferred to another funding source. (See Appendix B, Allowed Costs, item 8, "Direct Costs for Project Equipment" for further guidance.)

**Final Payment/Reimbursement:** Above documentation plus a final review and acceptance of project as completed satisfactorily (all deliverables completed appropriately).